

AGR VACANCY ANNOUNCEMENT

ARIZONA AIR NATIONAL GUARD ACTIVE GUARD AND RESERVE HUMAN RESOURCE OFFICE

5636 East McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495

PHONE (602) 629-4822; DSN 853-4822

WEBSITE: www.azguard.gov/hro

ANNOUNCEMENT NUMBER: 06-443A

DATE: 10 JAN 2007

CLOSING DATE: 12 FEB 2007

**POSITION TITLE, SERIES, GRADE, POSITION NUMBER AND MAXIMUM AUTHORIZED MILITARY GRADE:
PACKER, WG-7002-06, TC80057000, SSgt/E5**

APPOINTMENT FACTORS: OFFICER () ENLISTED (X)

LOCATION OF POSITION:

161st AIR REFUELING WING, (161ST ARW) PHOENIX, ARIZONA

APPLICATIONS MUST BE MAILED (OR HAND CARRIED) TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals who meet the basic qualification requirements (Specialized Experience) may apply. **Individuals applying for AGR positions must submit a NGB Form 34-1 (AGR Application) and AZ Form 34-1 (Arizona AGR Application Supplement).** Applicants must submit a copy of their current physical examination and a copy of their most recent PT test score card. Applicants may submit a résumé detailing military and civilian experience limited to either paid or non-paid experience directly related to this position. Listed experience must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant EEO Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications will not receive an adequate evaluation by the Selection Panel if these forms are not submitted.

NATIONAL GUARD REQUIREMENTS:

1. If selected, you must be in compliance with physical fitness, height, weight, and body fat measurement standards. You must have completed a medical examination in accordance with AFI 48-123 within the 18 months preceding your entry into the AGR program. Women will be tested for pregnancy before entering the AGR program.
2. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
3. Individual selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control graded positions.
4. You must meet eligibility requirements of AFI 36-2101 (Officer and Enlisted Classification) and ANGI 36-101 (The Active Guard/Reserve Program).

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a member of the Arizona Air National Guard (161st ARW) and be able to qualify for the following AFSC: 2T051

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

Known Promotion Potential: None

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Active Guard/Reserve Program and is **open to current members of the 161st ARW, Phoenix, Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona

Air National Guard. In order to be considered for this position applicants must meet minimum qualifications as outlined on the reverse of this announcement. **PCS funds are not authorized.**

NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.

NOTE: Must be able to adapt to changes in work shifts and work hours in response to numerous work details involving mission related support after normal duty hours.

NOTE: Must be able to deploy in support of world-wide contingencies.

NOTE: This position is being concurrently announced with Technician Announcement 06-443T, available on www.usajobs.com.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R or a self generated form that clearly justifies each KSA.

1. Ability to withstand standing, stooping, bending and working in tiring and uncomfortable positions.
2. Ability to lift and carry items weighing up to 70 pounds.
3. Skill in the use of hammers, strapping tools, stapling and banding machines, tape dispensers and other tools and equipment utilized in packing operation.
4. Ability to initiate appropriate billing control, prepare and distribute various shipment documents and forms, make contacts to arrange for carrier equipment and services.
5. Knowledge of packing containers, protective devices, cushioning materials, and packing methods and techniques.
6. Must possess or be qualified for the appropriate security clearance and government driver's license.
7. Knowledge of the carrier industry and specialized shipment needs to identify the appropriate shipping method, carrier equipment, services, and special handling required.
8. Knowledge of automated computer systems associated with the Traffic Management Branch.
9. Ability to work independently to ensure efficient and economical use of carrier service, monitor reports for shipment discrepancies, to locate lost cargo and assess liability for damaged cargo.
10. Ability to follow guidelines including Joint Travel Regulations, Technical Manuals Air Force/Army Commercial Traffic Bulletins, International Commerce Commission and Department of Transportation Regulations and Code of Federal Regulations.

SPECIALIZED EXPERIENCE: Must have 9 months experience in the use of a wide range of accepted packing containers, protective devices, cushioning materials, methods and techniques; experience using common hand tools such as hammers, stapling and banding machines and measuring equipment such as tape measure and yard stick; experience which demonstrates the ability to use material handling equipment. Transportation functions such as receiving, shipping, loading and unloading items. Experience dealing with preserving packages and constructing containers for shipment, and applying proper markings to hazardous materials.

BRIEF JOB DESCRIPTION: This position is located in the Traffic Management Branch of the 161st Air Refueling Wing. Its purpose is to assist in the operation of the Traffic Management Program and provide assistance on all matters relating to commercial movement of equipment, supplies, and personnel for both peacetime and wartime. Recognizes isolates and resolves specific and general problems relating to proper utilization of common transportation services. Selects modes of transportation and routing to obtain most efficient and economical service to the government in accordance with established policies and regulations. Participates in the development of procedures and studies on a variety of one-time movements, special cargo activities and repetitive high volume operations. Responsible for the inspection of commercial carrier's equipment before and after use. Receives requests for outbound bills of lading. Initiates and types documents for both foreign and domestic shipments. Perform packing and repacking of items by a range of accepted packing containers, materials, devices, methods, and techniques. Interprets packing manuals and specifications and determines containers, protective devices, cushioning materials, methods and techniques needed for packing a variety of tools, parts, equipment, and other items, taking into consideration such factors as size, type, weight, fragility, hazardous materials, transportation mode, and destination of items. Determines requirements for special internal support systems, e.g., hangers, mounts, and brackets, and custom packs items by fitting containers around parts, equipment, and other items of unusual size and shape. Constructs containers such as crates, boxes, cases and skids for use in shipment of items, utilizing blueprints when available to determine proper support requirements being prepared for shipment. Determines proper identification, marking, labeling, and inclusion of shipping documents and special handling instructions on all shipments. Operates material handling equipment such as forklift and hand truck. Process shipments using a variety of automated computer systems. Certifies hazardous materials using appropriate regulations and guidelines. Enforces safety, fire and housekeeping standards. Assists the Traffic Manager as required in actions such as determining freight shipping requirements consistent with efficiency and transportation priorities: contacting local carriers for rates and arranging pickup and delivery and ensuring the consolidation of shipments when necessary; procuring military and commercial passenger travel reservations preparing travel documents, preparing government and commercial bills of lading. Knowledge of federal, state and local regulations concerning the movement of hazardous materials and general commodities, through all modes of carriage. Utilizes Joint Travel Regulations, Department of Defense and Air Force Regulations, Technical Manuals, Air Force/Army Commercial Traffic Bulletins, International Commerce Commission and Department of Transportation Regulations, Comptroller General Decisions, and Code of Federal Regulations. Determines types/quantities of required packing materials and supplies and maintains inventory records of same. Performs other duties as assigned.

SELECTING SUPERVISOR: Lt Col Allen Kirksey Jr.